

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: January 9, 2008

LEAVE ACCOUNTING LETTER # 08-002  
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **PERSONAL HOLIDAY ACCRUAL AND CANCEL PROCESSES**

The following provides information on the 2008 Personal Holiday (PH) Accrual and Cancel processes for January 2008.

**PERSONAL HOLIDAY ACCRUAL PROCESS**

A Personal Holiday "Accrual" transaction was posted to the January 2008 leave period on January 3, 2008 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report (to be generated on February 14, 2008) and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2008.

**PERSONAL HOLIDAY CANCEL PROCESS**

Upon request, the State Controller's Office will cancel unused Personal Holidays for the 2007 calendar year. The process will occur on January 22, 2008 with the posting of a "Cancel" transaction to the January 2008 leave period.

The following campuses are scheduled to be included in this year's PH Cancel Process:

Bakersfield	Humboldt
Cal Poly, Pomona	Los Angeles
California Maritime Academy	Monterey Bay
Chancellor's Office	Sacramento
Channel Islands	San Bernardino
Chico	San Diego
Dominguez Hills	Sonoma
East Bay	Stanislaus
Fresno	

If your campus would like to be excluded from the PH Cancel Process, please contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than January 16, 2008. If you have any questions concerning this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:DRK:CLAS